



Adventure Travel Marketing & Sales Entry Level Role – Summer position

- Close-knit, collaborative team and a supportive work environment.
- Full training provided.
- Full-time position working office hours Monday – Friday.

We're after a bright, passionate go-getter to join our adventure travel sales and marketing team in an entry-level role!

New Zealand Trails is a Kiwi-owned adventure travel company that runs trips all over New Zealand, with our team in Queenstown handling the details. We love what we do and have been doing it now for over 20 years. As we gear up for our biggest summer season yet we are looking for a bright, passionate and driven person to join our growing marketing and sales team in a full-time position.

This is an entry-level role assisting our sales and marketing team in the day-to-day running of the business. You don't need to know tourism or be a sales and marketing expert, you just need to be keen to learn and happy to get stuck in across a range of different tasks. So, if you are looking for a new and exciting chance to launch or enhance your marketing and sales career with a well-established tour company, then this could be the job for you.

A typical day will include:

- Looking after our social media – posting on Facebook and Instagram and responding to comments and messages
- Editing photos in Photoshop and posting them on our website and social media
- Updating our website with guest reviews
- Working with our sales team on incoming enquiries
- Processing bookings
- General office administration
- Running errands for our operations team and GM

The perfect person would:

- Be systematic and detail oriented.
- Have excellent literacy and computer skills.
- Have a basic understanding of Photoshop.
- Understand how to use Facebook and Instagram.
- Have an eye for opportunities and be driven to find (and make) improvements.
- Be keen to learn about our sales and marketing techniques.
- Be a team player – you'll be quite capable of working alone and managing your own workload, but equally happy to support other members of the team.



- Have a positive and cheerful approach to work, with a focus on solutions, not problems.
- Be keen to get stuck in across all areas of the business – no job is too big or small.

****Don't worry if you don't tick all these boxes, we'll provide you with full training and plenty of support to help you succeed in this role.****

At New Zealand Trails you'll benefit from:

- Working in a tight team with a bunch of awesome people who are keen to help you learn and grow.
- A hard-working and friendly workplace that has a focus on work-life balance and a shared desire to be the best at what we do.
- A full-time salaried role working Monday to Friday (office hours) paying the living wage.
- A dog-friendly workplace.

This is a full-time role based in our Arrowtown office with a start date any time between now and mid-November – let us know what suits you! This is a contract role and will run until the end of April with the opportunity to move into a permanent position after that if it suits you and the company.

If this sounds like you, please email amanda@newzealandtrails.com with your CV and a cover letter that explains why you want this opportunity and what you can bring to the table.

If you're not quite sure if you fit the bill or have any questions about the role, just get in touch with Amanda at amanda@newzealandtrails.com.